

# **RED RIVER AUTHORITY OF TEXAS**

## **JOB VACANCY NOTICE**

### **LABORATORY SUPERVISOR**

#### **GENERAL DESCRIPTION**

Performs supervisory administrative and technical duties associated with the daily operation of the NELAP Accredited environmental water quality laboratory. Maintains laboratory accreditation in accordance with TNI Standards and all applicable TCEQ rules and regulations. Provides technical assistance in all water quality activities of the Authority within the legal jurisdiction. General duties include the operation and supervision of the lab in the collection, storage, analysis, and reporting of water, wastewater, soil, and biological samples in accordance with approved procedures and protocols of various water quality and environmental programs. Work is performed under general supervision with some latitude for independent judgment and decision within the framework of the Environmental Services Division. Serves as the NELAP Technical Manager for Microbiological and Chemical testing.

#### **ASSIGNED DUTIES**

Supervises and performs skilled technical work in planning, developing, and executing environmental laboratory programs, including chemical, bacteriological, and other examinations. Schedules, supervises and evaluates the performance of subordinate personnel. Maintains laboratory supply and equipment inventory. Provides technical laboratory instructions for subordinates. Maintains laboratory accreditation in accordance with TNI Standards and all applicable TCEQ rules and regulations. Plans and coordinates lab functions, training, and proficiency testing to maintain NELAP accreditation.

Assists with the development and implementation of standard operating procedures, quality assurance plans, safety guidelines, budgeting, and personnel training activities required for the safe, efficient, and cost effective operation of the environmental laboratory.

Conducts chemical, physical, and biological analyses of water, wastewater, and soil samples. Performs quality control procedures on analytical testing, and prepares customer reports on analytical results. Prepares required documentation and data logs of samples, analytical measurements, and chain of custody records generated in the performance of assigned duties. Maintains a secure filing system for laboratory records. Ensures the proper utilization of the laboratory information management system by all staff, and reviews all data entries to comply with NELAP certification.

Develops cost price lists for various lab analyses and services. Provides administration with contract billing information for services rendered on a weekly basis. Reviews generated billing reports for accuracy and proper customer charges.

Assists in conducting complex and extensive investigations of reported and suspected violations of statutes and regulations which impact water quality standards. Files reports and maintains data in useable formats for analyzing trends of the regulated activity. Assists in the collection and recording of field water quality data and site surveys utilizing approved equipment, procedures and protocols. Assists in conducting water quality surveys and assessments for the purpose of planning, development, conservation and pollution control.

Obtains a thorough knowledge of agency policies, services, programs and accepted business practices, to insure compliance with all governing statutes. Provides technical and administrative assistance to customers and non-laboratory staff. Promotes positive working relationships and attitudes with all personnel and the public while achieving the goals set forth by the agency.

Meets the public with a high regard for courtesy and politeness, while maintaining the Authority's integrity and confidentiality pertinent to the overall operations.

Various other duties as may be assigned by the Assistant General Manager, either on a temporary or permanent basis.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Must meet the requirements for a Chemical and Microbiological Technical Manager for a NELAP accredited environmental laboratory, as defined by the TNI Standard (EL V1 2016, 5.2.6), within one year of assuming this position.
- Minimum of a bachelor's degree in the chemical, physical or environmental sciences, with at least sixteen (16) college semester credit hours in chemistry;
- At least one (1) year of experience performing chemical and microbiological analyses.
- Knowledge and understanding of general chemistry, biology, and ecology principles, with applications in both field and laboratory testing procedures.
- Preference will be given to candidates having experience in a NELAP accredited environmental laboratory.

## **ADDITIONAL REQUIREMENTS**

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing analytical testing and/or working in the field (as required) which may also require overnight stays. Must be able to handle and safely dispose of chemicals, solutions, and bio-hazardous materials common to the designated working environment.

Must possess a valid Class C Texas Driver's License.

## **SUPERVISORY RESPONSIBILITIES**

This position is responsible for the immediate supervision of laboratory employees.

## **GENERAL INFORMATION:**

<b>Opening Date:</b>	July 20, 2023	<b>Position:</b>	Laboratory Supervisor
<b>Closing Date:</b>	Until Filled	<b>Monthly Salary:</b>	Based on qualifications
<b>Work Location:</b>	Wichita Falls, TX	<b>GS Code:</b>	Based on qualifications
<b>Excellent Benefits Package Available</b>			

To apply for this position, please submit a completed State of Texas Application to [info@rra.texas.gov](mailto:info@rra.texas.gov), fax to (940) 723-8531 or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at [www.rra.texas.gov](http://www.rra.texas.gov).